

**NOTICE OF POSTING**  
**POSTING DATE: 10/22/15**  
**CLOSING DATE: 11/12/15**

**Recruitment of external applicants is underway concurrent with this posting.**  
**Resumes and letters of interest can be submitted via email to [employment@cambridgema.gov](mailto:employment@cambridgema.gov).**  
**Cambridge residents are especially encouraged to apply.**

**JOB TITLE**                      Staff Librarian – Youth Services  
**DEPARTMENT:**              Cambridge Public Library – Main Library  
**JOB CODE/POSITION #:**      L412-721

**CIVIL SERVICE:**              Non-Civil Service

**HOURS OF WORK:**              37.5 hours. Initial hours are Mondays, Tuesdays, Thursdays, and Fridays from 8:30am-5:00pm and Wednesdays from 10:30am-7:00pm. The position also works every third Saturday from 8:30-5 instead of Friday that week. Candidates are expected to have a flexible approach to hours and will be assigned hours and locations to meet the needs of the Department and the Library.

**UNION AFFILIATION:**              CPLSA, Local 4928

**DUTIES AND RESPONSIBILITIES:**

Assists the Manager of Youth Services with the day-to-day operation of the Youth Services Department, including the dissemination of information and materials to children, parents, teachers, and others, and the acquisition and maintenance of the necessary resources to do so.

- Performs duties necessary to the daily operation of the Youth Services Department
- Provides reader's advisory, library instruction and orientation, and reference services to individuals and groups
- Performs functions related to circulation control, including issuing new library cards, placing holds, check-ins, checkouts, inquiries, renewal, and data entry
- Provides exceptional and engaging service to the public
- Assists in implementing the library collection development policy in accordance with the allocated departmental budget, while selecting, merchandizing, evaluating, maintaining, and weeding children's materials
- Compiles booklists
- Works closely with the Manager of Youth Services and other youth services staff to plan, implement, and manage innovative programs to meet the needs of children of all ages, as well as parents, caregivers, teachers, and others. Evaluates programs and analyzes successes and failures.
- Participates in direct library outreach to groups at out-of-library sites, including schools, preschools, day care centers, youth centers and other community groups. Maintains good public relations with these groups and agencies.
  - Conducts outreach (e.g. book talks, programs, and library instruction/orientations) to groups at out-of-library sites
- Prepares displays and merchandizing materials
- Assists in compiling statistics
- Attends system-wide meetings of youth services librarians for in-service training and/or to plan and implement system-wide children's programs, when possible
- Operates audio-visual equipment in the presentation of library programs
- Uses online social media to promote and implement library services
- Participates in assigned committees
- May assume supervisory responsibility for Youth Services Department in the absence of the Manager of Youth Services
- Any other duties required for the good of the service area and the library

**MINIMUM REQUIREMENTS:** A master's degree from an accredited school of library science is required. At least two years of experience in providing direct service to children in a library or educational setting is also required. In exceptional instances, specialized education, training, and/or experience may be substituted for part of the educational requirement.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge and understanding of the library's mission, goals, and objectives
- A broad knowledge and appreciation of children's literature and children's media, including a thorough knowledge of classic and contemporary children's literature from pre-school through high school. A broad knowledge of digital and multimedia materials and electronic resources, including social media and communication tools
- Ability to work as a collaborative team member and maintain strong communication with Youth Services staff
- Ability to adapt seamlessly to each working area
- Knowledge and experience in planning programs appropriate for the age levels and capabilities of target audiences
- Knowledge of current issues and legislation affecting children in the community and in society
- Good communication skills, including the ability to work well and communicate constructively with both children and adults
- A broad knowledge of the intellectual, emotional, psychological, and physical development of children and adolescents is essential
- A dedication and respect for children and an ability to establish rapport with them
- Experience working with children individually and in group settings
- Working knowledge of urban public library concepts and techniques
- Knowledge of current technology, technological trends, and operation of related equipment
- Flexibility, initiative, energy, patience, and tact to deal effectively with the public
- Excellent people and reference skills
- Familiarity with online circulation systems and online searching is required
- Creativity Resourcefulness Patience Initiative Enthusiasm Maturity
- Adaptability and dependability to work well in a team situation, and flexibility in staffing situations

**PHYSICAL DEMANDS:** Physically able to operate a variety of technical equipment such as computers, scanners, printers, and mobile devices. Ability to sit and use computer workstation, including keyboard and visual display terminal, for extended periods of time. Strength to push or pull a loaded book cart which can weigh in excess of 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads of up to 50 pounds, and to carry cartons of books. Must be able to pay close attention to details and concentrate on work with frequent interruptions. Time management ability to set priorities in order to meet assignment deadlines. Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively. Sufficient vision or other powers of observation which permits the employee to read books and patron requests and to supervise the Children's Room. Sufficient manual dexterity which permits the employee to type. Sufficient personal mobility and physical reflexes which permits the employee to re-shelve library materials and work at public service desks. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:** Works in assigned area, including office areas, training rooms, and various library and off-site locations, as necessary. Normal office exposure to noise, stress and interruptions in a lively, urban public library. Attends and participates in continuing educational programs designed to keep abreast of changes in profession

**RATE:** \$25.90 per hour to \$29.6987 per hour in five steps

**APPLICATION PROCEDURE:** Internal applicants submit a job bidding form and **2 copies** of both your resume and letter of interest; external applicants submit both your resume and letter of interest **by 5pm** on the closing date via email to: [employment@cambridgema.gov](mailto:employment@cambridgema.gov) or to Personnel Dept, Room 309, City Hall, 795 Massachusetts Avenue, Cambridge MA 02139. Fax 617-349-4312

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